



JOB DESCRIPTION

JOB TITLE: Chief of Police

DEPARTMENT: Police Department

REPORTS TO: City Manager

DATE: April, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: September, 2006

FLSA EXEMPT: Yes

JOB SUMMARY: Under administrative direction of the City Manager, the Chief of Police administers all law enforcement and police service programs with a community-oriented policing and problem solving philosophy; provides expert professional assistance to City management staff in areas of responsibility; performs related work as required.

CLASS CHARACTERISTICS: This is an executive management, sworn Law Enforcement classification under Section 830.1 of the California Penal Code that meets and maintains all standards required by the California Commission on Peace Officers Standards and Training. As a Department Director, the Chief of Police has full responsibility for managing the activities of the department through subordinate management and supervisory staff. Successful performance of the work requires the ability to independently implement varied programs following general policy guidelines.

This is an "At-Will" classification which means the Chief of Police serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plan, organize, assign, direct, review, and evaluate patrol, crime prevention, investigation, traffic control, community services, communications, animal control, emergency services, and technical support programs and activities.
2. Personally perform professional-level work in any of the above areas.
3. Direct the development and implementation of municipal ordinances, internal regulations and innovative policies to further departmental goals.
4. Develop and direct the implementation of goals, objectives, and work standards for the Police Department.

5. Prepare and administer the department's annual work plan and budget.
6. Select department personnel and provide for appropriate training and professional development.
7. Interpret City policies and procedures to staff.
8. Responsible for morale, internal discipline, accountability, and productivity of department staff.
9. Confer with and provide professional assistance to members of City departments on matters related to the functions of the department.
10. Conduct and/or direct analytical studies related to law enforcement services.
11. Develop and review reports of findings, alternatives and recommendations.
12. Prepare a variety of periodic and special reports regarding departmental activities.
13. Prepare staff reports and make City Council presentations as necessary.
14. Represent the City in meetings with and maintain a liaison with representatives of governmental and law enforcement agencies, professional, business and community organizations and the public.
15. Review and make final determination of community inquiries or complaints.
16. Monitor developments related to law enforcement and police service procedures, techniques and equipment and evaluate their impact upon City operations and recommend policy, procedural and equipment improvements.
17. Attend meetings, visit job locations and conduct and receive training which may be held outside of City offices.
18. May serve as acting City Manager in the City Manager's absence.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in public administration, justice studies, political science or closely related field of study. A Masters degree in a related field of study is preferred.
2. Substantial municipal police service experience to include at least four years of management level experience equivalent to the rank of Police Lieutenant or above.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possess a Management Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Other Requirements:

1. Bilingual English/Spanish highly desired.

Knowledge of:

1. Contemporary management principles, practices, techniques and equipment for varied law enforcement activities.
2. Technical principles including goal setting, budget preparation, program administration, work scheduling and evaluation techniques.
3. Applicable federal, state and local laws and appropriate court decisions.

Skill in:

1. Planning, organizing, assigning, directing, and evaluating work assigned to staff.
2. Selecting, training, and motivating department members.
3. Developing, implementing and interpreting long- and short-range plans, policies, procedures, goals, objectives and work standards.
4. Analyzing complex problems, evaluating alternatives and making innovative recommendations for solutions.
5. Providing creative and effective leadership to the department.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of common office software including Microsoft Office and applicable specialized law enforcement software.
8. Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.

Ability to:

1. Exercise initiative and sound independent judgment within general policy guidelines.
2. Quickly define issues and problems, seek remedies, and resolve conflict.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.
5. Prepare clear, concise and competent reports, correspondence, and other written materials.
6. Communicate orally in a clear, concise and convincing manner.
7. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this

job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions, near moving mechanical parts and is occasionally exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
3. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.